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Approved For Release 2005/11/22 : CIA-RDP86-00039A000200020024-3

TO : Chief, Plans & Policy Staff/TR

DATE: 2 June 1955

FROM : Chief, Administrative Branch/TR

**SUBJECT: Weekly Activity Report No. 22**

I. SIGNIFICANT ITEMS: NONE

II. OTHER ITEMS:

**A. OTR VACANCIES - GS POSITIONS**

Professional Clerical

Plans & Policy Staff  
Assessment & Evaluation Staff  
Support Staff (Hdqs.)  
Support Staff   
Basic School  
Intelligence School  
Language & External Training School  
Operations School (Hdqs.)  
Operations School   
Operations School

**Total**

25X1

25X1

B. BUDGET. Subsequent to a review by XO/TR on 27 May 1955, the FY-1956 Operating Budget is being finalized for presentation to the Comptroller on 6 June 1955.

C. ADDITIONAL VEHICLE FOR [REDACTED] Authorization has been requested from the Office of Logistics for transfer of the 1953 Ford Station Wagon from [REDACTED] This vehicle will be used to supplement the existing station wagon in the support of [REDACTED]

D. CAREER STAFF APPLICATIONS. [ ] has completed a study on current status of OIR Career Staff applications. This study will be presented at the 7 June Career Service Board.

E. UNIFORM ALLOWANCE. [ ] GUARDS. The Office of General Counsel and the Technical Accounting Staff/Office of the Comptroller have advised that an Agency regulation must be issued to authorize reimbursement of \$100 annually to [ ] guards for uniform costs as is now permitted by Public Law #37. The Budget & Fiscal Officer/TR requested that the Employee Services Division, Office of Personnel study the problem and initiate a request for an Agency regulation.

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**F. REGISTRAR ACTIVITIES:**

1. The Registrar attended a meeting on 25 May to discuss administrative arrangements, regarding registration, records, etc., for the new Industrial Photographic Intelligence Interpretation Course to be offered jointly by OTR and OFR.

2. Weekly enrollment statistics on full-time OTR courses will be distributed today.

3. The monthly report of Deferments and Waivers of training standards for May will be forwarded to the DTR on 1 June 1955.

G. DDI CANDIDATE FOR PLANS & POLICY STAFF. The Chief, Plans & Policy Staff, Chief, ITS, and PO/TR have reviewed twenty files of candidates recommended by the DDI. Of these twenty, we have requested interviews with four individuals.

H. [ ] The weekly report of the utilization of [ ]  
[ ] from the period 25 May - 31 May is attached.

25X1

25X1

Attachment: [ ]

**SECRET**